



Add Blog on Class Website in Edline

CREATE a blog

1. Open the Class Website. Open the desired folder. Teachers may add blogs into the **Contents** section from your class webpage or to a folder that you have created.
2. Hover over and click the title where you want to add the blog, to proceed to the editing screen and then click the  **Add button**.
3. Select **Blog** to access the Create Blog page.
4. Type the title of the blog in the **Blog Name** field. This title will appear on the website.
5. Type a brief summary for the blog in the **Blog Summary** field.
6. Click **Save and Return** to add the blog.
7. Click **Done** to exit the edit mode.

Add Article (Entry) to your blog through your blog website. Only the teacher can add blog articles (entries). You can have many entries that students can comment on.

1. From the blog page, click the  **Add button** to access the Blog Entry Name screen.
2. Type the name of the article, and click **Create Now** to access the Create Blog Entry page.
3. Type the name of the entry in the **Blog Entry Title** field. This title will appear on the website.
4. Type a brief summary for the article in the **Blog Entry Summary** field.
5. Type or select the date for the article in the **Blog Date** field. This option sets the article as a calendar event.
6. Type the entry in the **Add Content** section.
7. Click **Save and Return** to add the blog entry.

Management options

You can determine if comments to blog entries will contain the name of the visitor entering the comment, and whether or not you want to approve the comment before it is posted to your website.

From the Modify Blog Entry page, select one of the anonymous settings from the **Comment Type** section and Determine whether or not the comments need to be approved before they are visible to others.

Note: it is possible to post the blog into multiple available groups -your other classes

COMMENT on a blog entry

Open the web page or folder with the blog where you want to add a comment.

1. Click the link on the web page to open the blog.
2. Click **Comment** to access the Add Comment page.
3. Student's Edline username will be associated with the comment.
4. Type a comment, and click **Save and Return**. Comment will appear immediately unless the teacher has chosen to review students' responses before being posted.